



North Carolina Department of Health and Human Services
Division of Aging and Adult Services

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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Dennis W. Streets, Director
919-733-3983

July 19, 2006

**DEAR COUNTY HEALTH DEPARTMENT DIRECTOR
DEAR DEPARTMENT ON AGING DIRECTOR**

**SUBJECT: Midyear DHHS Blanket Bond Reconciliation and Collection of
Demographic Information**

Midyear Reconciliation

The Adult Services Section of the Division of Aging and Adult Services (DAAS) is preparing for the midyear reconciliation of the Department of Health and Human Services (DHHS) Blanket Bond for Disinterested Public Agent Guardians. This reconciliation is part of the Division's responsibility in managing the DHHS Blanket Bond.

North Carolina General Statute 35A-1239 requires bond coverage for all disinterested public agents appointed to serve as guardians, whether they are appointed to service as guardians of the person, estate or general guardians. Therefore, it is important that the Division's records be kept current to maintain valid coverage for each ward registered in the DHHS Blanket Bond system.

The attached "Wards by Agency Report" lists the wards who our records indicate you have guardianship responsibility. The report was current as of July 19, 2006, the date it was printed. We request that you closely review each entry on the report, paying particular attention to the following items:

1. Wards for whom you are no longer responsible and whose names should be deleted from your list.
2. Wards for whom you are responsible but whose names are not on the list.
3. Wards' dates of birth.
4. The estate and bond coverage amounts listed for each ward.
5. The name and position of the public agent guardian.

All changes and/or updates to the DHHS Blanket Bond must be submitted on the DHHS-7016 (rev. 1/04). A copy of this form is attached for your convenience. Please make additional copies of this form if you are updating the status of more than one ward. You can also access this form online at <http://info.dhhs.state.nc.us/olm/manuals/doa/gs/man/dhhs7016.pdf>.

Demographic Information Needed

If you have not previously submitted a DHHS-7016 with completed demographic information for each of your wards, please do so during this midyear reconciliation.

The demographic information your agency provides assists the Division in determining what public agent guardianship looks like throughout the state. Also, the information you send in on your agency's wards is available for your use. Please contact Kate Walton at the telephone number below if you need a report containing demographic information about your wards.

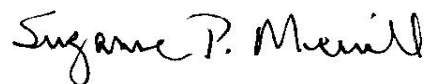
All changes, updates or additions of demographic information to your agency's bond listing should be sent via a DHHS-7016 form to:

Kate Walton, Guardianship Program Consultant
Division of Aging and Adult Services
Adult Services Section
2101 Mail Service Center
Raleigh, NC 27699-2101

PLEASE SUBMIT YOUR DHHS-7016 FORMS BY AUGUST 18, 2006.

If you have questions or need additional information, please contact Ms. Walton at (919) 733-3818.

Sincerely,

A handwritten signature in black ink that reads "Suzanne P. Merrill". The signature is written in a cursive style with a large, stylized 'S' and 'M'.

Suzanne P. Merrill, Chief
Adult Services Section

SM/ksw

AFS-06-2006

Attachments